



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

1101 John Denie Road
Memphis, TN 38134

OPI: Correctional Services
Number: 5267.06B

**Institution
Supplement**

Date: October 20, 2002

Subject: FCI/SCP VISITING

REGULATIONS

1. **PURPOSE AND SCOPE:** The purpose of this institution supplement is to provide specific guidelines for implementation of Program Statement 5267.06, Visiting Regulations. This supplement includes regulations for the Satellite Prison Camp located in Millington, TN.

2. **DIRECTIVES AFFECTED:**

- A. Program Statement 5267.06, Visiting Regulations, is referenced.
- B. Institution Supplement 5510.1H, Entrance Procedures, (Front - Rear), is referenced.
- C. Institution Supplements 5267.06, Visiting Regulations for Inmates, dated July 07, 2000, is hereby rescinded.

3. **DESCRIPTION OF RULES AND PROCEDURES:**

- A. **Visiting Facilities:** Visiting at the FCI will be permitted only in the Visiting Room. The seating arrangement is at the discretion of the Chief Correctional Supervisor, who will ensure that it provides for adequate supervision.
- B. **Visiting Times:**

General Population	Saturday, Sunday and Holidays	8:00 a.m. - 3:00 p.m.
	1 st , 2 nd , 4 th , 5 th Thursday	5:30 p.m. - 8:30 p.m.
	Friday	1:30 p.m. - 8:30 p.m.
FDC	Thursday	1:00 p.m. - 5:00 p.m.
SHU	3 rd Thursday only	5:30 p.m. - 8:30 p.m.

All inmates will be identified by commissary card before their visitor(s) departs the visiting room. Visitor processing into the Visiting Room will end during the count and resume upon a clear institution count. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours.

- C. Frequency of Visits and Number of Visitors: To avoid overcrowding in the Visiting Room, each inmate is allotted thirty (30) visiting points per month. Each visiting point is equal to one (1) hour of visiting, except on weekends and holidays when each hour will be equal to two points. These points are not accumulated from one month to another. **Unit Managers may approve additional visiting points if warranted after consultation with the Associate Warden (Programs) .**
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- During times of overcrowding,** inmates may be limited to four (4) visitors at a time (this includes children). Other restrictions on the visiting period may be imposed in order to prevent overcrowding. Inmates are limited to **one** trip to the Visiting Room per day.
- D. Regular Visitors: The Unit Management staff will compile a visiting list for each inmate assigned to their units. Ordinarily, inmates will be allowed up to 10 visitors in addition to their immediate family members. They will include:
1. Immediate family member - This includes mothers, fathers, step-parents, foster parents, brothers, sisters, spouse, children and step children.
 2. Other relatives - This includes grandparents, uncles, aunts, in-laws, and cousins.
 3. Friends and Associates - Generally, visiting lists will be limited to not more than ten (10) friends and associates.
 4. Persons with Prior Criminal Convictions - Only the Associate Warden (Programs) has the authority to place a person with a prior criminal conviction on a visiting list. Any questions concerning the suitability of an individual will be referred to the Associate Warden Programs for final determination.

5. Children Under Age Sixteen - Children under the age of sixteen must be accompanied by a responsible adult and be supervised at all times.
6. Visitors sixteen (16) and seventeen (17) years of age who are visiting alone must have written approval by their parent or guardian prior to **each** visit.
7. Ordinarily inmates will not be permitted to have visitors approved who are on another inmate visiting list. Exceptions, such as immediate family members may be approved by the Associate Warden (Programs)

Requests for unexpected visits by immediate family members not previously on an inmate's approved visiting list will be referred to the **Unit Team member on duty that day.**

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- E. Special Visits: Special visits will be authorized in accordance with established regulations and will not be used to circumvent regulations on background checks or disciplinary sanctions. All special visits must be approved by the Associate Warden, (Programs) only, or "acting" designee. A memorandum authorizing the visit must be forwarded to the "C" Building and Visiting Room officers at least 24 hours prior to the visit. Supervision of special visits will be provided by the unit staff during non visiting hours/days. Inmates who have lost their visiting privilege as a disciplinary sanction from the DHO can only have these privileges restored by the Warden.
 - F. Business Visitors: The Associate Warden (Programs) may authorize an exceptional visit of this kind.
 - G. Consular Visitors: Such visitors will be approved only by the Warden.
 - H. Prisoner Visitation and Support (PVS): **These visits will be arranged and coordinated by the Volunteer Coordinator. The Volunteer Coordinator will ensure the Executive Assistant, Captain, Operations Lieutenant, Duty Officer and Control Center at the FCI and Satellite Camp are notified. These visits will ordinarily be arranged in the Visiting Room during regular visiting hours. The PVS Volunteer will notify inmates of scheduled visits in advance by postcard. PVS visits are not counted as Social Visits. PVS Visitors may generally carry paper and writing implements into the Visiting Room. PVS Visitors should not be denied.**

Any questions or concerns regarding a PVS visitor will be directed to the Institution Duty Officer (IDO).

- I. Visits From Representatives of Community Groups: Prior to these individuals being placed on a visiting list, they must be screened and approved by the Volunteer Coordinator.

NOTE: Present or past participants in volunteer and citizen involvement programs will not be added to an inmate's visiting list without approval by the Warden.

- J. Pastoral Visits: Pastoral visits must be approved by the institution Chaplain. These visits will occur in the Visiting Room during regular visiting hours. Request for pastoral visits must be made at least one (1) day in advance. Pastoral visits will not be charged against the inmate's allotment of visiting hours. Any questions concerning pastoral visits should be addressed to the institution Chaplain.

- K. Visits to Inmates not in regular population status:

1. Admission and Holdover Status - In the absence of an approved visiting list, only immediate family members will be permitted to visit during the Admissions and Orientation period or while an inmate is in holdover status.
2. **Special Housing Unit Status:** To maintain safety and security and the orderly running of the institution, inmates in Administrative Detention and/or Disciplinary Segregation will be given eight (8) visiting points per month. Inmates in this status will only be allowed to visit on the third Thursday of the month from 5:30 p.m. until 8:30 p.m.
3. **Federal Detention Center Inmates:** FDC inmates will be allowed visiting on Thursdays from 1:00 p.m. until 5:00 p.m. The FDC Counselor will ensure that each new inmate is given an opportunity to submit a visiting list of immediate family members and one (1) friend (Attachment 1), as well as a signed waiver of separation (Attachment 2). Approval of the visiting list is made by the FDC Counselor. Inmates in FDC will receive visiting points on a prorated schedule. The points will be awarded based on the date the inmate is admitted to the institution. The following schedule will be used by the FDC Counselor to credit visiting points:

<u>Date of Admission</u>	<u>Points</u>
1st - 10th	30
11th - 20th	18
21st - 31 st	10

4. All inmates from SHU and FDC, while in the Visiting Room, will be seated in a designated area at the discretion of the Visiting Room Officer.
- L. Visiting Lists: Each inmate will submit a list of proposed visitors to their Unit Management Staff. Ordinarily immediate family members will be approved to visit. Once an appropriate investigation has been completed, the unit staff will prepare a list of all approved visitors (Attachment 3) and will distribute this list to the individual inmate concerned. Visiting lists will be limited to 25 total visitors. Unit staff will update the institution's computer visiting program as necessary. Visiting Room files should never be removed from the Visiting Room unless the inmate is transferred or otherwise released from the institution.
 - M. Verification of Relationships: Unit Management staff members will request information from potential visitors who are not members of the inmate's immediate family prior to placing them on the visiting list.
 - N. Background Investigations: Unit Management staff members will request a background investigation of all non immediate family.
 - O. Notification: The Unit Management staff member will notify the inmate of approval or disapproval of a requested person for the visiting list. Unit staff will provide inmates with an appropriate number of copies of the institution's Visiting Brochure to be sent to approved visitors.
 - P. Identification of Visitors: **The Front Entrance Officer will verify the identity of each visitor by use of approved picture identification only prior to their admission into the institution.** All applicable procedures, as outlined in the Institution Supplement 5510.1H, Entrance Procedures (Front - Rear), will be implemented. **The only approved source of identification for visitors will be photo identification.** All visitors must present valid photo identification (**i.e., driver license, passport or government issued ID, state or federal**). These are the only acceptable documents. The identification cards will be given to the Control Room Officer where they will remain until the visitors depart the institution. The Control Room Officer will identify the visitor using the cards as

they depart the institution. Each visitor is required to complete the Notification to Visitor form (Attachment 6). The visitor must sign the form in the presence of a staff member in order to be approved for a visit. "Notification to Visitor" forms will be filed by date and stored in a secure area for one year. Following identification, each visitor must sign the Inmate Visiting Log. All visitors will be escorted to the Visiting Room by a staff member, preferably a Visiting Room Officer. If a visitor is denied entrance, the Front Entrance Officer must complete the Denied Visit Memorandum (Attachment 4) and promptly forward it to the Operations Lieutenant, and place a copy in the inmate's Visiting Room File.

- Q. Parking: Visitor's parking is separate from the staff parking. Both lots are clearly marked and visitors are not authorized to park on the staff identified parking lot. **Cars will be locked and secured during visits. Visitors are not allowed to smoke, loiter, or congregate on the front porch of the institution. Persons not allowed to visit must leave the institutional grounds, including parking lots.**
- R. Searching Visitors: The Front Entrance Officer must ensure that all visitors pass through the electronic metal detector before entering the institution. In the event that the metal detector becomes inoperable, a hand-held metal detector is available for use. During inmate visiting hours, a Visiting Room Officer or Front Entrance Officer will screen all inmate visitors through the metal detector prior to escorting them into the institution. Inmate visitors who have been screened by the metal detector will not be permitted to make contact with others in the Front Entrance Building who have not yet been screened. All questions concerning the searching of visitors will be directed immediately to the Operations Lieutenant, Chief Correctional Supervisor, or the Institution Duty Officer.
- S. Record of Visitors: The Visiting Room Officer will maintain a daily log of all visits (Attachment 7), keep a visiting file on each inmate which includes the approved visiting lists (Attachment 3), and record all visits received by the inmate and an up-to-date record of the accumulated visiting points for the month (Attachment 8). The Front Entrance Officer will verify authorized visitors and log their time of arrival and departure on the Visiting Computer.

- T. Supervision of the Visiting Room: Packages, handbags, baby strollers, and other items, are not permitted in the Visiting Room. Visitors will be instructed to leave items of this type in their automobiles. As an alternative to leaving these items in their automobiles, visitors may use the lockers in the Front Entrance Building. When a visitor is assigned a locker, he or she will be issued a corresponding key which the visitor will retain during the visit. The visitor will surrender their ID in exchange for the locker key and a yellow sticker will be placed on the back of the visitors ID when forwarded to control. A log book will be maintained by the Front Entrance Officer. The key must be returned to the Front Entrance Officer prior to the visitor's departure from the institution or receipt of their ID.

Items for infant needs (i.e., diapers, baby food, baby bottles) are permitted but must be inspected for contraband prior to permitting them in the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles or place them in a locker. Visitors failing to comply with either of these options will be denied entrance into the institution. **No bills will be brought into the institution; with a maximum of \$20.00 in change allowed.** Cash, checks, or money orders will not be accepted by staff in the Visiting Room for deposit into the inmate's commissary account. Visitors will be advised that they should use the mail for that purpose.

Inmates may have the following items in their possession upon entry into the visiting room: comb, handkerchief, wedding band, eyeglasses, religious medallion and/or approved religious head gear. (Inmates will not possess money while in the Visiting Room). The Visiting Room Inmate Inventory (Attachment #5) is to be completed daily by the officer performing the shakedown. This form is used to record those items brought into the Visiting Room by each inmate and again to record those items in the inmate's possession upon completion of the visit.

Inmates will be held accountable for the conduct of their adult and child visitors, in compliance with the Inmate Discipline Policy, 5270.7.

Visiting is an important family function and a privilege. It is important the dress code and articles allowed into our facility reflect the professional values and security concerns of the Bureau of Prisons. The following guidelines apply to all adult and child visitors.

Visitor Apparel: All garments must have sleeves, see-through garments, skin-tight clothing, wraparound skirts and shorts of any kind are not permitted. Skirts and dresses must be longer than two inches above the knee. Slits will not extend higher than two inches above the knee. Tee shirts, camouflage clothing and open toe shoes will not be permitted. Articles of clothing displaying any wording or pictures deemed vulgar or offensive will not be permitted.

Articles: Women may bring in a small see-through coin purse. The purse should hold \$20.00 total in coins. Male visitors will be allowed to bring keys, and \$20.00 total in coins. **Required medications should be taken either prior to entering the visiting room or at the conclusion of the visit.** Items needed for health reasons will only be allowed at the discretion of the Operations Lieutenant.

General Information: Pets of any kind are not allowed on the grounds of the institution. Food and beverages may not be brought into the institution; however, various vending machines are provided for use by visitors and inmates. A change machine has also been provided. Inmates will not be allowed to enter or leave the visiting room with money in their possession. Visitors are not to wear inmate clothing.

All visitors must sign a statement (in English or Spanish) indicating that they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility. A search may also be made of all hand carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The visiting room officer will not store any items lost or left in the visiting room.

The Operations Lieutenant or the Duty Officer has the authority to terminate any visit due to improper dress, improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowded conditions. Visitors traveling less than 100 miles are considered local visitors.

Cameras will not be permitted in the visiting room or on institution property.

10/20/02

- U. Recognition of Visiting List: When an inmate transfers to this facility, his visiting list will only be recognized if the file reflects proper documentation for a medium facility. If the file is lacking proper documentation, the Unit Team will begin the proper procedures to secure an approved Visiting List.
- V. Recognition of Inmate: All inmates entering and leaving the visiting room will be identified by use of the inmate approved commissary card which will be maintained at the officer's station.
- W. Legal Visits: Legal visits should be scheduled during normal visitation hours if possible;

General Population	Saturday, Sunday and Holidays	8:00 a.m. - 3:00 p.m.
	1 st , 2 nd , 4 th , 5 th Thursday	5:30 p.m. - 8:30 p.m.
	Friday	1:30 p.m. - 8:30 p.m.
FDC	Thursday	1:00 p.m. - 5:00 p.m.
SHU	3 rd Thursday only	5:30 p.m. - 8:30 p.m.

Legal Visits: The following visiting procedures regarding legal visits are to be adhered to.

1. All legal visits require prior approval from the Warden.
2. Attorneys will normally require 24 hours advance notice to see their clients. Attorneys representing FDC inmates may request to see their clients outside of the 24-hour period.
3. Phone calls originating from an attorney will be forwarded to the respective unit manager. If the unit manager is not present, it will be forwarded to the Executive Assistant.
4. The unit team will arrange the date and time of the legal visit. The unit team will attempt to secure a written request which may be provided via facsimile.
5. The assigned correctional counselor will prepare the approving memorandum for the Unit Managers signature.
6. If approved, the memorandum will remain in the inmate's central file. A copy of the memorandum will be forwarded to the Executive Assistant, Captain, Operations Lieutenant, Control Center officer, C-Building officer and Visitation Room OIC.
7. Upon the attorney's arrival to the institution, he/she will be processed in as a visitor to the institution by the C-Building officer. The attorney must present Bar Card and picture identification.

8. The attorney is authorized to bring into the institution a briefcase containing any legal documents deemed necessary in order to provide counsel with the inmate.
9. An attorney must have prior approval and arrangements must be made to bring in items such as videocassette recorders, polygraph equipment, cassette recorders and the like.
10. An attorney may be accompanied by a federal investigator or federal legal assistant, as long as he/she was previously approved and presents federal agency credentials.
11. A private investigator or private paralegal will be required to submit to a background check conducted by unit staff, be sponsored by the inmate's attorney, and receive prior approval before entering the institution.
12. After the attorney is properly processed, the attorney will be escorted to the visitation room by correctional staff assigned to an inmate visitation post.
13. The C-Building officer will notify the Operations Lieutenant and housing unit officer or SHU OIC as appropriate.
14. A general population inmate will proceed to the visiting room.
15. A SHU or FDC inmate will be escorted to the visiting room. He will be strip searched and dressed out prior to exiting the SHU or FDC Unit for legal visitation.
16. The attorney and inmate will be supervised by correctional services staff assigned to the visiting room posts.
17. Though the attorney is authorized to bring legal paperwork into the visitation area, he is not authorized to deliver any documents to the inmate. The attorney must mail any documents to his client and the inmate is not authorized to bring any materials with him.
18. Upon completion of the legal visit, the attorney will be escorted to C-Building by correctional staff. An inmate assigned to SHU will be escorted back to SHU or FDC, strip searched and dressed out by correctional staff. Inmates assigned to general population will be strip searched prior to departing the visitation area to return to the compound.
19. Staff should use all available resources to accommodate these visits without jeopardizing the security and safety of the institution.

Legal visits scheduled during non-visiting hours

20. Except for item 18, all other steps above apply to legal visits during non-visitation hours.

21. In the event an attorney representing an inmate should arrive after work hours, the Operations Lieutenant will immediately contact the IDO, ADO and appropriate unit manager. Note: The Operations Lieutenant will not delegate the responsibility of the IDO, ADO or FDC unit manager to anyone below the GS-11 lieutenant level. Attorneys will not be turned away due to lack of an appointment.
22. The attorney and inmate will be supervised by the respective unit team.
23. Upon completion of the legal visit, the attorney will be escorted to C-Building by unit staff. An inmate assigned to SHU will be escorted back to SHU/FDC by correctional staff where he will be strip searched and dressed out. An inmate assigned to general population will be strip searched prior to exiting the visitation room.
24. Staff should use all available resources to accommodate these visits without jeopardizing the safety and security of the institution.
25. Attorney/Client visits are extremely sensitive issues which must be addressed expeditiously and in a safe, professional manner.

SATELLITE PRISON CAMP VISITING REGULATIONS

Approved Visitors List: An inmate desiring to have regular visitors must submit a list of proposed visitors to his Unit Counselor. The Unit Counselor will compile an approved visitor's list for each inmate after appropriate investigation of the proposed visitor(s). This list may include immediate family members, parents, spouse, siblings, children, and step parents. Other family members may be included as well. Examples will be grandparents, aunts, uncles, in-laws, and cousins. In addition, the list may include up to 10 adult visitors (16 and older) who are friends and associates of the inmate.

Visiting lists will normally be compiled approximately seven days after an inmate's arrival at the camp. Visiting lists will be limited to 25 total visitors. Unit Counselors are responsible for initiating all correspondence and release of information authorizations relative to the screening of proposed visitors. When approval/disapproval has been made, the inmate is responsible for notifying the proposed visitor of the same.

- (1) Attorney visits: All attorney visits will be coordinated by Unit Management Staff. They will ordinarily be prearranged at least 24 hours in advance of the proposed visit.

Legal Visits: The following visiting procedures regarding legal visits are to be adhered to.

- A. All legal visits require prior approval from the Warden.**
- B. Attorneys will normally require 24 hours advance notice to see their clients.**
Attorneys representing FDC inmates may request to see their clients outside of the 24-hour period.
- C. The unit team will arrange the date and time of the legal visit. The unit team will attempt to secure a written request which may be provided via facsimile.**
- D. The unit team will prepare the approving memorandum for the Warden's signature.**
- E. If approved, the memorandum will remain in the inmate's central file. A copy of the memorandum will be forwarded to the Executive Assistant, Captain, Operations Lieutenant, Control Center officer, and Visitation Room OIC.**
- F. Upon the attorney's arrival to the institution, he/she will be processed in as a visitor to the institution by the Control Center Officer . The attorney must present a Bar Card and picture identification.**
- G. The attorney is authorized to bring into the institution a briefcase containing any legal documents deemed necessary in order to provide counsel with the inmate.**
- H. An attorney must have prior approval and arrangements must be made to bring in items such as videocassette recorders, polygraph equipment, cassette recorders and the like.**
- I. An attorney may be accompanied by a federal investigator or federal legal assistant, as long as he/she was previously approved and presents federal agency credentials.**
- J. A private investigator or private paralegal will be required to submit to a background check conducted by unit staff, be sponsored by the inmate's attorney, and receive prior approval before entering the institution.**
- K. After the attorney is properly processed, the attorney will be escorted to the visitation room by correctional staff assigned to an inmate visitation post.**
- L. The attorney and inmate will be supervised by correctional services staff assigned to the visiting room posts.**
- M. Though the attorney is authorized to bring legal paperwork into the visitation area, he is not authorized to deliver any documents to the inmate. The attorney must mail any documents to his client and the inmate is not authorized to bring any materials with him.**

- (2) Visits by clergy: If the clergyman is not on an inmate visiting list, or desires to visit with an inmate outside the visiting hours, the visit will ordinarily be arranged by the unit team 24 hours in advance of the proposed visit.

- (3) Special Visits: People wishing to visit an inmate who is not on the inmate's approved visiting list and who will not become routine visitors, may be approved for special visits at the discretion of the Camp Administrator. All requests for special visits will be submitted to the inmate's assigned counselor at least seven days prior to the visit. If approved by the Camp Administrator, the visit will be documented on Attachment 9 and submitted to the Operations Lieutenant and Visiting Room Officer.

X. Visiting Regulations: A copy of the visiting regulations (Attachment #11) will be posted in the visiting room and will be provided to each approved visitor by the unit team prior to the visitor's initial visit to the institution. Any violation of institution visiting procedures may result in termination of the visit or disciplinary action for the inmate or both.

4. PROCEDURES:

A. Visiting Room Operations:

- (1) Operation hours: The visiting room at the camp will be open Friday 5:00 p.m. to 8:30 p.m. Saturday, Sunday and holidays from 8:00 a.m. to 3:30 p.m. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours. Inmates will only be allowed four (4) adult visitors at any given time with all children under the age of 16 being accompanied by a parent or legal guardian. Visits will be supervised by staff to ensure that all visits are conducted in a quiet, orderly, and dignified manner.
- (2) Visiting Points: Inmates receive 126 points per month. Four points are deducted for each hour of visiting, or one point for every 15 minutes of visiting. Unused points are canceled at the end of the month.
- (3) Visitor Sign in Procedure: **The Visiting Room Officer will verify the identity of each visitor by use of approved picture identification only.** A valid driver's license, passport, or government identification (state or federal) are the **only** acceptable documents. The identification cards will be given to the Control Room Officer where they will remain until the visitors depart the institution. The Control Room Officer will identify the visitor using the cards as they depart the institution. Each visitor is required to complete the "Notification to Visitor" form (Attachment #6) prior to each visit. The visitor must sign the form in the presence of a staff member in order to be approved for a visit. "Notification to Visitor" forms will be filed by date and stored in a secure area for one year. Following identification, each visitor must sign the Inmate Visiting Log.

- (4) Inmate's Notification of a Visitor: The Visiting Room Officer will notify the inmate by public address system when his visitor has been processed (see paragraph #2). All inmates will enter and leave the visiting room through the shakedown room entrance. Inmates will not be permitted in the visiting room prior to being notified.
- (5) Searches: Before entering and leaving the visiting room, all inmates will be pat searched. Randomly selected inmates may be strip searched upon completion of their visit.
- (6) Supervision of Children: Inmates and visitors will be responsible for keeping their children quiet so as not to disturb others in the visiting room. Also, the children must be accompanied to and from the outside visiting area.
- (7) Count Time: Inmate traffic to and from the visiting room will be interrupted at 10:00 A.M. in preparation for the 10:30 A.M. official count. Inmates in the outside visiting area will return to the visiting room for count. Inmate traffic will continue when the count has cleared.
- (8) Approved Inmate Personal Property: Inmates will be allowed to carry a handkerchief, comb, wedding band, glasses, religious medallion and or approved religious head gear. No other items including watches, books, pictures, etc., will be allowed to be taken in or returned to the compound. Sunglasses may be worn in the outside visiting area only. Inmates will not be allowed to take any money into or out of the visiting room.
- (9) Identification: Inmates will be identified upon entering and departing the visiting room. Inmates will surrender their ID card to the officer for the duration of the visit.

B. Termination of visits: The Operations Lieutenant, after consulting with the Institution Duty Officer, has the authority to terminate any visit due to overcrowding, improper dress, or for reasons of improper conduct on the part of the inmate or his visitor(s). Other than misconduct or improper attire, frequency of visits and distance traveled will be considered when terminating visits because of overcrowding. Visitors residing within 100 miles from the facility will be considered local visits. Whenever a visitor is denied entrance, the Visiting Room Officer must complete the "Denied Visit Memorandum" (Attachment 4) and promptly forward it to the Operations Lieutenant, and place a copy in the inmate's visiting room file.

- C. Visiting Room Attire: Inmates must be properly dressed for their visits in camp issued uniform and shoes. Athletic clothing or personal clothing is not authorized, nor will it be mixed with the camp issue uniform in the visiting room. The only exceptions to this rule is tennis shoes, (approved for wear at the SCP).
- D. Visits to Inmates not in General Population: Inmates hospitalized in the community may receive visits from immediate family only. Unit Management will provide the hospital staff or institution staff providing security coverage an approved visiting list consisting of immediate family only. If there is a concern for the inmate's safety or possible media publicity, Unit Management will brief the Warden and Captain for approval.
- E. Staff Observations: The Operations Lieutenant and the Duty Officer will periodically check the inside and outside visiting areas to insure visitors and inmates are following institution regulations. Any infractions noted by the Visiting Room Officer will be reported to the Operations Lieutenant and Institution Duty Officer, if appropriate. These staff will reserve the authority of terminating any visit if deemed appropriate. The Visiting Room Officer, Operations Lieutenant and other staff involved will provide the Captain with a detailed explanation of the incident in memorandum form.
- F. **SCP Outside Visiting: Outside visiting will be limited to (1) one hour, with a maximum of (5) five inmates with their children. Other visitors will remain in the inside visiting area. All inmates using the outside visiting area with their children will obtain an I.D. badge from the visiting room officer.**

5. OFFICE OF PRIMARY INTEREST: Correctional Services

Randy J. Davis, Warden

DISTRIBUTION: Warden, Executive Staff, Department Heads, AFGE, MARO

5267.06B

ATTACHMENT 1

10/20/02

**FEDERAL DETENTION CENTER
MEMPHIS, TENNESSEE 38134**

NAME:

REG. NUMBER:

LIST BELOW THE MEMBERS OF YOUR IMMEDIATE FAMILY WHO MAY VISIT YOU WHILE YOU ARE HERE. (IMMEDIATE FAMILY MEMBERS INCLUDE: MOTHER, FATHER, BROTHER, SISTER, SPOUSE, CHILDREN ONLY):

NAME	ADDRESS	RELATION	AGE

MAKING FALSE STATEMENTS ON THIS FORM MAY RESULT IN POSSIBLE REMOVAL OF VISITOR FROM THE LIST.

PRETRIAL INMATE WORK/SEPARATION WAIVER

- A. Bureau of Prisons policy states a pretrial inmate may not be compelled to work other than to perform housekeeping tasks in his own cell and community area.
- B. Bureau of Prisons policy states a pretrial inmate should remain separated from convicted inmates.

I have read or had read to me the above policy provisions and would like to volunteer for a work or program assignment:

Precluded by Statement A above _____

(Should be initialed by the inmate who wants to be separated from convicted inmates but requests a job assignment within the unit that entails more than "housekeeping tasks.")

Precluded by Statement B above _____

(Should be initialed by the inmate who wants to participate in a work or program assignment outside the unit. For these assignments, the pretrial inmate must waive the separation requirement because he will be working or participating in programs with convicted inmates.

(This waiver may be denied by staff at any time.)

Signed: _____

Date: _____

Witness: _____ Title: _____

Comments:

Instructions: The pretrial inmate work/separation waiver should be completed prior to a work or program assignment. Only one waiver is necessary to allow the inmate any number of work or program assignments. The waiver may be rescinded at the inmate's request and reasons for the rescission should be documented in the comments section and signed by a staff member. The waiver will be maintained in the inmate's unit file or Records Office file and will remain as a permanent document. The inmate may be given a copy of the requests.

FEDERAL CORRECTIONAL INSTITUTION
1101 John A. Denie Road, Memphis, Tennessee 38134-7690

APPROVED VISITING LIST

NAME: _____ Reg. No. _____

APPROVED BY: _____

Visitor's Name	Age	Relationship	Address

**U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Satellite Prison Camp Memphis**

Memphis, Tennessee 38134-7690

Date

MEMORANDUM FOR CAPTAIN

FROM: FRONT ENTRANCE OFFICER

SUBJECT: VISITOR DENIED ENTRANCE INTO THE INSTITUTION

**On this date, _____, at _____ (AM)(PM), the following
visitor,(Mr)(Mrs)(Ms)_____ was denied entrance into
the institution.**

INMATE'S NAME: _____ REG. NO. _____

REASON FOR DENIAL:

- 1. No Identification**
- 2. Not on Approved Visiting List**
- 3. Under Age Person (Visiting Alone Without
Parent/Guardian Approval)**
- 4. Other:**

**cc: Inmate Visiting File
Operations Lt**

10/20/02

VISITING ROOM INMATE PROPERTY
INVENTORY SHEET

DATE: _____

PAGE _____ OF _____

VISITING ROOM OIC: _____

NAME	REG#	S H O E S	E Y E G L A S S E S	R E L I A T E M	W E D B A N D	H A N D K E R C H I E F	C O M B	DESCRIPTION OF ITEMS	TIME IN	TIME OUT

NOTIFICATION TO VISITOR

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____
Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No. _____

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes	No	Narcotics	Yes	No
Explosives	Yes	No	Marijuana	Yes	No
Weapons	Yes	No	Camera	Yes	No
Ammunition	Yes	No	Food Items	Yes	No
Metal Cutting Tools	Yes	No	Alcoholic Beverage	Yes	No
Recording Equipment	Yes	No	Prescription Drugs	Yes	No
Beeper/Pager Device	Yes	No	Cellular Phone	Yes	No

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to Title 18, U.S. Code, Section 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____
Street Address/City and State: _____
Vehicle License No.: _____ Year, Color, Make and Model of vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible: _____

If not visiting with an inmate, please indicate: _____

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____

**FEDERAL CORRECTIONAL INSTITUTION
MEMPHIS, TENNESSEE 38134**

VISITING ROOM DAILY LOG

DATE: _____ **SUPERVISING OFFICER** _____ **PAGE** _____ **OF** _____

INMATE	REG. NO	VISITOR	TIME IN/OUT	TIME IN/OUT	ATTY	SPEC	LEGAL

TOTALS ____ **INMATES** ____ **VISITORS** ____ **ATTY.** ____ **SPEC** ____ **LEGAL** ____

**FEDERAL CORRECTIONAL INSTITUTION
MEMPHIS, TENNESSEE 38134**

VISITING ROOM POINT RECORD

Total Points Per Month: 30 **Starting Date:** _____

Mon., Thurs., Fri. = 1 point per hour
Sat & Sun = 2 points per hour

(MINIMUM TWO (2) POINTS EACH VISIT)

DAY	DATE	HRS	PTS	DATE	HRS	PTS	DATE	HRS	PTS
MON									
TUES									
WED									
THUR									
FRI									
SAT									
SUN									
EXTRA									

Weekly Total _____ **Weekly Total** _____ **Weekly Total** _____

Monthly Total _____

Remarks: _____

INMATE'S NAME: _____ **REG. NO.** _____

**U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Satellite Prison Camp Memphis**

Memphis, Tennessee 38134-7690

Date

MEMORANDUM FOR ALL AFFECTED

FROM: ASSOCIATE WARDEN, PROGRAMS
THRU: CAPTAIN
SUBJECT: SPECIAL VISIT AUTHORIZATION

Inmate : _____ **Reg# :** _____ **is authorized a Special Visit with**
_____ **who resides at the following address:**

The date(s) of the visit is: _____

cc: Inmate Central File
Staff Duty Officer

VISITING REGULATIONS

To: All Inmate Social Visitors

From: Randy J. Davis, Warden
FCI/SPC Memphis, TN

Camp Visiting will be permitted on Fridays 5:00 p.m. to 8:30 p.m. Saturdays, Sundays and federal holidays from 8:00 a.m. until 3:30 p.m. No visitor will be allowed to enter the visiting room for a visit after 8:00 PM on Fridays, or after 3:00 PM on Saturdays, Sundays and federal holidays. No inmates will be allowed to enter the visiting room after 10:00 am in preparation for the 10:30 am count. Inmate traffic will continue when the count has cleared. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours.

FCI Visiting will be permitted from 8:00 a.m. until 3:00 p.m. on Saturday, Sunday and holidays and 1:30 p.m. until 8:30 p.m. on Fridays for inmates in General Population. The hours will be 5:00 p.m. until 8:30 p.m. for inmates housed in the Special Housing Unit and Federal Detention Center. All inmates will be identified by commissary card before their visitor(s) departs the visiting room. Visitor processing into the Visiting Room will end during the count and resume upon a clear institution count. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours.

Visiting is on a point system.

Camp Inmates receive 126 points per month. Points are charged as follows: 4 points per hour of visiting; one point for each 15 minute increment.

FCI Inmates are allotted thirty (30) visiting points per month. Each visiting point is equal to one (1) hour of visiting, except on weekends and holidays when each hour will be equal to two points. These points are not accumulated from one month to another. Unit Managers may approve additional visiting points if warranted after consultation with the Associate Warden(P).

Only at the SPC, visitors have the choice of visiting inside or outside the visitation areas (weather permitting). To visit in the outside area, the visitor is required to obtain an "outside visitation pass" from the visiting room officer for which he/she will surrender a valid picture identification. Upon completion of the visit, the pass must be returned to the visiting officer, at which time the ID will be returned to the visitor.

Visitors will enter the visiting room at the door adjacent to Control Center located on the south end of the Administration Building. All visitors must provide valid picture identification (valid driver's license, Government I.D., State or Federal or passport) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the visiting room, institution, or parking lot. Cars will be locked and secured during your visit. Visitors are not allowed to smoke, loiter, or congregate on the front porch of the institution.

Only four (4) adult visitors are allowed to visit at any given time. All visits will begin and end in the visiting room. Inmates may embrace and kiss their visitors at the beginning and end of each visit, however, any excessive display of affection will not be permitted and could result in termination of the visit.

All children under the age of 18 eighteen must be accompanied by a parent or legal guardian who must be on the approved visiting list. Inmates and their visitors will be responsible for keeping children in their company, quiet, orderly, and within the bounds of the inside or outside visiting area. Children should not be allowed to return to the visiting room or leave the visiting room unless accompanied by an adult.

Inmates will be held accountable for the conduct of their adult and child visitors, in compliance with the inmate discipline policy, 5270.7.

Visiting is an important family function and a privilege. It is important that the dress code and articles allowed into our facility reflect the professional values and security concerns of the Bureau of Prisons. The following guidelines apply to all adult and child visitors.

Visitor Apparel: No sleeveless shirts or dresses, tank tops, see-through garments; skin-tight clothing, spandex, wraparound skirts, shorts of any kind, skirts or dresses with slits that exceed two inches above the knee, tee shirts, or camouflage clothing. No thongs or open toe shoes or sandals. Additionally, articles of clothing displaying any words or statements deemed vulgar, or offensive to one's race, national origin or religious belief is prohibited.

Articles: Women may bring in a small see-through coin purse. The purse should hold \$20.00 total in coins. Male visitors will be allowed to bring \$20.00 total in coins. **Required medications should be taken either prior to entering the visiting room or at the conclusion of the visit.** Items needed for health reasons will only be allowed at the discretion of the Operations Lieutenant.

General Information: Pets of any kind are not allowed on the grounds of the institution. Food and beverages may not be brought into the institution; however, various vending machines are provided for use by visitors and inmates. A change machine has also been provided. Inmates will not be allowed to enter or leave the visiting room with money in their possession. Visitors are not to wear inmate clothing. Adult visitors and inmates are to sit on opposite sides of the picnic benches in the outside visiting area.

All visitors must sign a statement (in English or Spanish) indicating that they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility. A search may also be made of all hand carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The visiting room officer will not store any items lost or left in the visiting room.

The Operations Lieutenant or the Duty Officer has the authority to terminate any visit due to improper dress, improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowded conditions. Visitors traveling less than 100 miles are considered local visitors.

Cameras will not be permitted in the visiting room or on institution property.